



ADOA – General Accounting Office

TRIRIGA MANUAL: SPACE MANAGEMENT





Space Management

TABLE OF CONTENTS

PURPOSE	3
COURSE OBJECTIVES	3
OPERATION FUNCTIONS	3
MANAGING PORTFOLIO LOCATIONS.....	3
OCCUPANCY AND SPACE MANAGEMENT.....	14
FORECAST SPACE OCCUPANCY	14
ALLOCATING SPACE AND TRACKING OCCUPANCY	15
RESERVATION FUNCTIONS.....	21
MANAGING SPACE RESERVATION	21
MANAGING MOVE PROJECT.....	25
APPENDIX A	27
TERMINOLOGY.....	27



Activities are indicated with an icon



SPACE MANAGEMENT

Purpose

This training guide covers the use of IBM TRIRIGA, a web-based Facilities Management application that supports facility operations for occupancy and space management. You will learn how to create and allocate spaces for the purpose of planning, and monitoring the use of space and facilitating the allocation of costs.

Course Objectives

In this training guide, you will:

- Create a floor and space record
- Create, track and manage a space reservation for the purpose of allocating costs

Operation Functions

Learning Objectives

In this lesson, you will:

- Identify the process of creating Locations
- Perform the function of creating Floors
- Perform the function of creating Spaces

Lesson Overview

This lesson examines the operational functions available in TRIRIGA for the creation of locations and spaces in a hierarchical system. The Portfolio is a central store of asset, location, and other records used throughout the system.

Managing Portfolio Locations

The Location structure in TRIRIGA is hierarchical, meaning that records are organized based on their relationship with other locations. This allows the Location structure to mirror the physical location boundaries and relationships or be created independent of physical location structures in any way necessary.

Locations

The Portfolio > Locations portal contains a listing of the locations in the hierarchy. A typical setup of location types in the hierarchy is as follows: Property > Building(s) > Floor(s) > Space(s). The available location type options vary based on the parent location type.



Steps

The steps below describe the statewide process. Your agency may have additional requirements.

1. AFIS is the system of record for all Fixed Asset information. Fixed Asset information is sent from AFIS to TRIRIGA in order to establish location information in the TRIRIGA database. TRIRIGA users will then further define the location information.
It is possible that some locations and/or equipment may not meet the criteria for Fixed Assets and a department may decide not to create those records in AFIS. In this case, records are manually created directly in TRIRIGA for facilities related items.
2. You can create locations that define a group of related buildings, land areas, or other locations. A group of locations is referred to as a Property. Each Property record can be assigned to a Geography which links the Property to a region as defined with each organization. Basic information about the Property can be entered, including any attributes that are common or relevant to each of the location records associated with the Property.
3. You can define specific locations including building or land records. Each location record can be assigned to the location hierarchy, including assignment to a parent Property record. Each location record in TRIRIGA is used as the data point in which all real estate and facility management activity is associated. Maintenance activity, project activity, lease administration, condition assessment, and space management are all activities that occur at specific locations. The history of this activity can be monitored using the location record. Each location can be assigned geo-code information to allow for spatial display and analysis of facility inventory, condition, and work order history information using GIS-enabled map functions.
4. Within each building location, you can define a hierarchy of space, including floors and spaces. By organizing the building record into separate floors, more precise definition of maintenance and project locations is possible. For example, a work task can describe the exact space of a reported problem to a technician, rather than simply a building number or description.
5. Once the location hierarchy is defined, CAD floor plans can be associated with each floor record in the database. CAD plans typically include a definition of the room/space boundaries (polylines). The integration of CAD data with floor plans allows for automatic calculation of floor and space areas, and the ability to graphically query the floor plan based on the data attributes of the spaces in the plan. Ongoing changes to the base CAD drawing will occur, and



will require republishing. CAD views of locations are available throughout the application. You can interact with the drawing viewer using pan and zoom controls, measure functions, graphical reports, color-coding, and exporting.

6. Once the location record is fully defined, including the definition of key attributes (e.g. coordinate data for mapping) and floor plan data, then the location can be activated. Once a record is submitted for activation, an optional approval can be used to control which locations are available for reference to other activity in the system (e.g. projects, work orders, etc.). If the approval step is not used, the location record can be activated immediately. If the approval step is enabled, the assigned approver will be notified of an approval action. The location records will require you to review and approve the location record prior to activation.
7. Record information and any attached documentation are reviewed and approved by the department. If the approver determines there are missing or incorrect data, then the record is rejected and returned for corrections. If the approver determines the data is complete and acceptable, then the record is approved and the process ends.

Creating a Location Record

Some sections of the Location form will only be used when appropriate for the location type being created. For example, defining environmental details may be relevant for a building or land location record but not necessary when defining a space or room location record in the hierarchy.

Open	New	Delete	Cut
	X		
Building			
External Retail Location			
Installation			
Land			
Location Category			
Property			
Proposed Retail Location			
Proposed Site			
Retail Center			
Retail Location			
Structure			

To create a new location record, navigate to the location hierarchy that will be the parent for the new location and select New. Then select what type of location record is to be created. When adding information to a Location record, it is important to save changes regularly so that they are not lost by accident.



Building: Print Help

General Contact Details Graphic Area Measurements Contracts Building Equipment Assessment Create Draft X

(Required): General Information for this Building.

General

ID Status Image

* Name

Description

Hierarchy Path

Details

Legal Name

Common Name

Parking Spaces (Open) Parking Spaces (Covered)

Tenure

Building Class Headcount

Zoning Headcount (manual)

Total Area Occupied square-feet Time Zone

Primary Use Total Area Occupied (manual) square-feet

Jurisdiction

Insurance Underwriting

Flood Zone Earthquake Zone

Marshall Valuation Classification Code

IBC Construction Type % Sprinklered

Fire Alarm Smoke Detector

Environmental Details

Carbon Calculation Method Carbon Calculation Region

Total CO₂e (Carbon Footprint) US Tons CO₂ Certification Level

Total CO₂e (Carbon Footprint) Equity Share US Tons CO₂ Equity Share (Percent)

Occupancy Rate (Percent) Electric Metering Type

Company Pays Utilities Weather Station

Energy Reporting Exempt Status Climate Zone

Total Annual Utility Bills US Dollars Climate Division

Annual Energy Use kilowatt-hours Carbon Calculation Needed ☐

Last Update

General

In the General section on the General tab of the Location form, complete the following fields:

- ID
- Description
- Image
- Name

Insurance Underwriting

The Insurance Underwriting section is used when defining a building location. Complete the following fields:



- Flood Zone Indicator
- Earthquake Zone Indicator
- Marshal Valuation Classification Code
- IBC Building Construction
- Number of Stories
- Percent Sprinklered
- Fire Alarm Indicator
- Smoke Detector Indicator

Details

The Details section can be used to designate a location with Parking as the function, usually for a building or structure. In the Primary Use field, select Parking as the value.

Primary Address

The Primary Address section is used to define the physical location of the location record. Complete the following fields:

- Address
- Zip/Postal Code
- Geography Lookup
- City
- State/Province

The Geocode Address action can be used to derive the GIS coordinates, Latitude and Longitude, from the provided address.

Graphics

In the Graphics section, CAD drawings can be associated with a Floor location record.

Contact Details

On the Contact Details tab, you can assign roles to people for a location at any level of the location hierarchy. In TRIRIGA, roles are used to manage contacts. Each associated contact can have a designated role, such as Manager, Primary Contact, or HR Contact. The Approval and Notification functionality in TRIRIGA can be based on the Contact Role for a record. Contacts can be added in specific roles by selecting the Add People action in the Contacts section.

Area Measurements Tab

The Area Measurements tab is used to review space area measurements for the Location. The measurements displayed vary based on the form. Measurements are rollups from any child locations and typically include Gross Area, Rentable Area, Usable Area, and Property, Building, or Floor Common Area.



Building: Print Help

General Contact Details Graphic **Area Measurements** Contracts Building Equipment Assessment Create Draft X

(Summary): Review the Area Summary for the Building.

Building Area Measurements

Gross Area	0 square-feet	Gross Area (Imperial)	0 square-feet	Gross Area (Metric)
Rentable Area	0 square-feet	Rentable Area (Imperial)	0 square-feet	Rentable Area (Metric)
Usable Area	0 square-feet	Usable Area (Imperial)	0 square-feet	Usable Area (Metric)

* Proration Rule Balance To Measured

Floors

0 total found

ID	Floor	Floor Class	Capacity	Headcount	Rentable Area	Usable Area	Vacant Space	Total Prorat
No data to display								
			0	0	0	0	0	

Building Area Measurement Details

Area Summary

Assessment Tab

The Assessment tab is used to review condition assessment information and the assessment history for building systems. On the Assessment tab, you can find information pertinent to managing assessment data and processes for a location including:

- Life expectancy
- Replacement cost
- Current condition index (with history log)
- List of opportunities and total cost of opportunities
- Repair and replacement funding
- Building systems
- Inspection history
- Regulatory information
- Valuation log

Building: Print Help

General Contact Details Graphic Area Measurements Contracts Building Equipment **Assessment** Maintenance Reserve Move Space Management Create Draft X

(Optional): Assessment information for this building.

Units

* Currency US Dollars * Area Units square-foot

Condition Details Facility Assessment Analysis

* A. In Service Date	25	E. Gross Area	0 square-feet
B. Life Expectancy (years)	0 25	F. Replacement Cost Per UOM	\$5.00 US Dollars
C. Remaining Life	100 percent	G. Overhead Factor	0 percent
D. Calculated End of Useful Life (A+(B*(C*.01)))		H. Calculated Replacement Cost (E*F)+(E*F*(G*.01))	\$5.00 US Dollars
Next Planned Renewal Year	0	I. Manual Replacement Cost	\$5.00 US Dollars
2nd Planned Renewal Year	0		
3rd Planned Renewal Year	0		



Valuation

When necessary, you can add a record to the Valuation Log on the Valuation tab of the Assessment tab. The following fields are available on the new Valuation Log record:

- Valuation Name
- Valuation Type
- Valuation Method
- Jurisdiction
- Comments
- Effective Dates
- Estimated Costs
- Actual Costs

Valuation : Print Help

General System Work Flow Instance Associations Create X

(Required): Valuation Details for the Location.

General

ID Status

★ Name

Units

★ Currency US Dollars

Details

Valuation Type Misc. Valuation Method Not Applicable

Jurisdiction

Comments

Effective From Effective To

Estimated Cost \$5.00 US Dollars Actual Cost \$5.00 US Dollars

Estimated Rate \$5.00 US Dollars Actual Rate \$5.00 US Dollars

Create X

Regulatory Information

From the Assessment tab, the Regulatory Information tab is used to review the list of existing license and permit information for the location. You can add entries to this list by clicking the Add action. Complete the detailed information for each record in the following fields:

- Regulation Name
- Description
- Regulation Type
- Jurisdiction
- Code
- Issue Resolution
- Inspection Details
- Key Contacts



Regulatory Information :

Print Help

General Inspection Details Contacts System Work Flow Instance Associations Create X

(Required): General Regulatory Information for this Record.

General

Status

* Regulation Name

Description

Units

* Currency US Dollars

Details

* Regulation Type Regulation Category

Regulation

Jurisdiction Code Edition Regulation Title Local Amendment

Issue

Description

Date Open Date Closed Estimated Cost Actual Cost US Dollars US Dollars

Resolution

Description

Date Open Date Closed Estimated Cost Actual Cost US Dollars US Dollars

Maintenance

The Maintenance tab is used to review maintenance work activity information and maintenance history for the location record. In the Maintenance Details section, enter a value in the Maintenance Priority field. The Maintenance tab can also be used to view preventative maintenance schedules and procedures, building systems installed, meter allocations and readings, project activity, and work orders/tasks for the location.

Building Equipment

The Building Equipment tab is used to review the list of equipment associated with the location. The list cannot be modified in this view but the information can be searched, sorted and filtered if needed.

Notes and Documents

The Notes and Documents tab is used to add informational comments or documents related to a location record.

Activation

Once data entry for the location record is complete, you can activate the location record using the Activate action at the top of the form. If approval is required to activate a location, the record status will be set to Review in Progress, pending the completion of the approval action.

Building: test

Print Help

General Contact Details Graphic Area Measurements Contracts Building Equipment Assessment Maintenance Reserve Activate Save Save & Close More X



Create a Floor and Space Record

Scenario

Your department has determined that it needs to track space within a building and a record must be created in TRIRIGA. You will use the Portfolio > Locations portal to create and update the record.

Login to the TRIRIGA Home Page. Navigate to the Portfolio > Locations portal landing page.

1. Click the **Portfolio** tab
2. Click the **Locations** option in the sub header to view the Locations Hierarchy page
3. In the list of Locations on the left, locate and expand **999 Training Facility (Property)**
4. Click on **## Training Building**, where **##** is your student number, from the list of buildings located at the property.

Type	Name	ID	Property	Building	Floor	Status
Floor	1st Floor	1000002	999-Training Facility	03Training Building	1st Floor	Active

Create a new Floor record.

5. In the **Hierarchy** section, click **New**
6. In the list of location types, click **Floor**

Floor:

Print Help

General Contact Details Graphic Allocation Area Measurements Contracts Regulatory Maintenance History Notices Create Draft X

(Required): General Information for this floor.

General

ID Status Image

* Name

Description

Hierarchy Path

Details

Bar Code Entry Control Number

* Floor Level Floor Maintained ☐

Ground Level Exit ☐ Capacity

Cost per Sq Unit US Dollars Headcount

Tenure

Floor Class

Primary Use

Accounting Cost Center

Units

Currency US Dollars Area Units square-feet Length Units feet

Floor Measurements

* Gross Area square-feet * Gross Measured Area square-feet



Complete the General tab.

1. In the **General** section, in the **Name** field, enter **2nd Floor**
2. In the **Description** field, enter **Temporary use for training**
3. In the **Details** section, in the **Floor Level** field enter **2**
4. In the **Floor Measurements** section, enter **1000** for both **Gross Area** and **Gross Measured Area**

Floor Measurements	
★ Gross Area	1,000 square-feet
★ Gross Measured Area	1000 square-feet

5. Click the **Create Draft** action
6. Click the **Activate** action

Return to the Locations Hierarchy page.

1. In the list of locations on the left, locate and expand **## Training Building**, where **##** is your student number
2. Click on **2nd Floor**

OpenNewDeleteCut

Locations

- 999-Training Facility (Property)
 - 001 Training Building (Building)
 - 014Training Building (Building)
 - 016 Training Building (Building)
 - 01Training Building (Building)
 - 02 Training Building (Building)
 - 03Training Building (Building)
 - 1st Floor (Floor)

Export1 total found

Show:50

	Type	Name	ID	Property	Building	Floor	Status
	Floor	1st Floor	1000002	999-Training Facility	03Training Building	1st Floor	Active

Create a new Space record.

3. In the **Hierarchy** section, click **New**
4. In the list of location types, click **Space**

Complete the **General** tab.

1. In the **General** section, in the **Name** field, enter **## Space**, where **##** is your student number
2. In the **Description** field, enter **Temporary use for training**
3. In the **Space Measurements** section in the **Area** field, enter **500**
4. In the **Current Use Space Classification** section, click **Find** in the top right corner of the section
5. Select the radio button for **\Classifications\Space Class Current\Alternative Workplace**
6. Click **Ok**



Space: 03 Space Print Help

General Contact Details Graphic Details Allocation Finishes Regulatory Maintenance Activate Save Save & Close More x

(Required): General Information for this Space.

General

ID Status Revision In Progress Image

* Name

Description

Hierarchy Path \Locations\999-Training Facility\03Training Building\1st Floor\03 Space

Details

Bar Code Entry Control Number

Primary Phone Primary Fax

Primary Mail Stop

Hazardous Materials ☐ Emergency Exit Route ☐

Reservable ☐

Units

Currency US Dollars Area Units square-feet Length Units feet

Space Measurements

Area	Area (Metric)	Area (Imperial)	Prorated Area	Prorated Area (Metric)	Prorated Area (Imperial)	Gross Area	Gross Area (Metric)	Gross Area (Imperial)
<input type="text" value="500"/> square-feet	46.45 square-meters	500 square-feet	500 square-feet	46.45 square-meters	500 square-feet			

Current Use Space Classification

* Used for Space Class Roll Up

* Current Use Space Class

OSCRE Exterior Gross ☒ Proration Type Not Applicable

7. Click the **Create Draft** action
8. Click the **Activate** action



Occupancy and Space Management

Learning Objectives

In this lesson, you will:

- Review the process of Forecasting Occupancy
- Review Chart of Account set up for Program Codes
- Identify the process of creating a Room Utilization Program
- Create a Space Utilization record
- Review the reports available for viewing space utilization data
- Perform a space allocation
- Identify the concepts involved in move requests and move projects

Lesson Overview

Some of the functions performed in TRIRIGA revolve around the planning and allocation of space. This lesson focuses on the process of space utilization, allocation and planning.

Forecast Space Occupancy

TRIRIGA provides a space management feature that can be used to maintain space plans and track space utilization data in buildings and structures. It is also possible to manage the people and assets that are in the space and coordinate property transactions in the system. Once spaces have been configured and classified, you can manage spaces through space associations, space audits, and space utilization.

Steps

The steps below describe the statewide process. Your agency may have additional requirements

1. The forecasting process requires that the Space Planner gathers information from the business managers to determine the space requirements that meet the business needs and objectives. Space Forecast surveys are set up and generated in the Strategic Facilities Planning module. The surveys are tied to a Portfolio plan that defines specifics, such as; the forecast time span, fiscal time periods, contacts, planning objectives and scope. Surveys are generated for each organization and forwarded to the designated Business Managers for their input.
2. Surveys can be sent as either an online form that allows direct input of the information into the system, or as an offline form that is distributed as an Excel spreadsheet. Once the spreadsheet is updated by the department business manager, the survey is sent back to the system where the forecast line items are updated. Survey request responses can be collected and monitored centrally to track which departments did not complete surveys.
3. The Space Planner reviews the long-term space usage forecast information from the surveys, along with the State and departmental goals and objectives to create alternative proposed solutions to the current Space Plan that satisfy the requirements.
4. The Space Planner reviews and evaluates the scenarios with the Scenario Evaluation and Comparison tool. Here you can compare multiple scenarios side-by-side to review how each scenario performed against specific criteria. These comparison reports allow for better-informed



decision making by management. The planner then identifies the recommended scenario plan and submits the recommended plan for review and approval.

5. The system allows the approvers to view all the scenarios in the side-by-side comparison and evaluation grid. If the plan requires further development or clarification, it is routed back to Space Planner for review. If approved, the process continues.
6. Upon approval, the system changes the status of the recommended scenario to Approved, and it becomes read-only. All other scenarios are updated to a Retired status, which are also now read-only. The Space Planner applies the approved changes to the master plan. If the plan requires changes, the record can be revised, but may require re-approval.

Reviewing Space Utilization Data

There are several Community Reports available in TRIRIGA designed to help you understand your current space utilization. These reports include the Area per Employee by Building report and the Floors report.

Area per Employee by Building

Navigate to the My Reports portal and select the Community tab. In the Title filter field, enter Area per Employee and press Enter. The first report returned is the Area per Employee by Building report. This report illustrates the area per occupant of each building and the headcount total for each building.

Floors

On the Community tab, in the Title filter field, enter Floors and press Enter. The first report returned is the Floors report. This report illustrates the space usage information, broken down by floor class, capacity, headcount, area usage (sq. ft.), vacant area (sq. ft.), for each floor record in the report. This report provides a clear picture of where space may be over-utilized or under-utilized.

All reports provide you with an option to export the report data to Excel using the Export action on the report window.

Allocating Space and Tracking Occupancy

TRIRIGA provides the ability to manage many aspects of space management including space allocations and occupancies.

Steps

The steps below describe the statewide process. Your agency may have additional requirements.

1. The Space Planner evaluates the space for occupancy and chargeback assignments to departments. This activity is typically performed by doing a physical walkthrough of the facility to document who is occupying each space. Once move management processes are in place and enforced, space planners can rely on the system for tracking of what space each department is occupying, and physical walkthroughs can be performed less frequently. For each space, the assigned departmental allocation can be defined or revised using the Chargeback Allocations section on the Allocation tab of the space record. Area Allocated and Percent Allocated are auto-populated at 100%, but can be overwritten to reflect multiple department assignments.



2. In some cases, a space is assigned to one department for chargeback purposes, even when that organization does not occupy the space. If the assigned chargeback department is the same as the occupying department, the process can continue with the record activation. If the assigned chargeback department differs from occupying department the occupying department is assigned to the Occupancy Allocation section of the Allocation tab on the Space record. In addition, depending on State policy, departments may remain accountable for the chargeback of a space even after the space is left vacant.
3. Once the space is allocated to one or more departments, the space record is activated to update the department assignment and to trigger workflows that create the allocation records. The space record status is updated to Active.
4. Chargeback/allocation reports can be generated to display the amount of space and space costs allocated to each department, by site, by building, by floor, etc. The chargeback/allocation reports can be used for reviews with each department about their space usage.
5. Depending on State policies, the chargeback/allocation report may be used to apply proportional chargeback of other costs (e.g. utilities) based on the share of the total building space of each department. If the State will use proportional departmental space usage to determine other internal cost distributions, then the chargeback/allocation report will be shared with AFIS for charging to other areas.
6. An interface with AFIS is used to create the Room Utilization Programs necessary for the chargeback of space allocation for departments participating in cost allocation.

Creating Space Level Allocations

The Portfolio portal is used to locate records in the Location hierarchy. Navigate to the Portfolio > Locations portal and locate the Building > Floor > Space record for which allocations will be defined.

Within the Space record, select the Allocation tab and then the Revise action. Chargeback allocations can be added and removed in the Chargeback Allocations section. Occupancy allocations can be added or removed in the Occupancy Allocations section. Select Save and Close when finished.

Creating Floor Level Allocations

Allocations can also be defined at the Floor level in the Location hierarchy. Navigate to the Portfolio > Locations portal and locate the Building > Floor record for which allocations will be defined.

Within the Floor record, select the Allocation tab and then the Revise action. To add new Floor-level allocations, in the Area Overlay section, select the Add action. A new Area Overlay Allocation window opens. In the Organizations Charged section, select the Organization and enter a name for the





allocation. Complete the Overlay record by entering the amount of the area to be allocated in the Details section, click Create.

Area Overlay: Print Help

General **System** **Work Flow Instance** **Associations** Create x

(Required): Valuation Details for the Location.

General



ID Status Image  

* Name

Details


Area 0 square-feet

Organization Charged Find Remove

 0 total found | Show: 10 

<input type="checkbox"/>	Name	ID	Type
No data to display			

Allocations

 0 total found |

<input type="checkbox"/>	!	Allocation Id	Space	Organization Name	Space Class	Area Allocated	Percent Allocated	Status
No data to display								
						0	0	

Create x

Within the Floor record, select the Activate action to route the record for approval. Once approved, the status will change to Active.

Space Allocation and Chargeback Reports

There are several Community Reports available in TRIRIGA designed to help you understand your current space allocation. These reports include the Space Allocations by Organization report and the Space Chargeback by Organization report.

Both of these reports can be found on the My Reports portal, Community tab. Enter Space in the Title filter field and press Enter to display the available reports.

These reports can be exported to Excel using the Export action.



Instructor Demo – Create a Room Utilization Program (manual process)

Scenario

Your department has determined that it wants to perform chargeback allocation for the space it occupies. You must create a Room Utilization Program to facilitate this chargeback to the appropriate program.

Instructor is logged into the TRIRIGA Home Page. Navigate to the Tools > Administration portal landing page.

1. Click the **Classifications** option
2. In the list of **Classifications** on the left, locate and click on **Room Utilization - Program**

The screenshot shows the TRIRIGA Administration portal. On the left, the 'Hierarchy' section is expanded, and 'Room Utilization - Program' is selected. The main area displays a list of programs under the 'Room Utilization - Program' classification. The list includes columns for 'Name' and 'Hierarchy Path'. The programs listed are:

Name	Hierarchy Path
014 Training Program	\Classifications\Room Utilization - Program\014 Training Program
01 Training Program	\Classifications\Room Utilization - Program\01 Training Program
02 Training Program	\Classifications\Room Utilization - Program\02 Training Program
03 Training Program	\Classifications\Room Utilization - Program\03 Training Program
08 Training Program	\Classifications\Room Utilization - Program\08 Training Program
13 Training Program	\Classifications\Room Utilization - Program\13 Training Program
15 Training Program	\Classifications\Room Utilization - Program\15 Training Program
17 Training Program	\Classifications\Room Utilization - Program\17 Training Program
TM1 UAT Test	\Classifications\Room Utilization - Program\TM1 UAT Test
Training Team	\Classifications\Room Utilization - Program\Training Team

Create a new **Program** record.

1. In the **Hierarchy** section, click **New**
2. In the list of location types, click **Room Utilization Program**

Complete the General tab.

3. In the **General** section, in the **Name** field, enter **## Temporary Training Program**, where **##** is your student number
4. Click the **Create** action



Room Utilization Program: Print Help

General System Work Flow Instance Includes Associations Create x

(Required): Complete the classification details. Use the notes section to describe when the classification should be used.

General

ID Status

* Name x

Description

Color

Hierarchy Path

Classification Notes

Font Family Font Size Format

Create x



Continued – Assign Chargeback and Space Utilization to a Space

Scenario

Your department has determined that it wants to perform chargeback allocation for the space it occupies.

Login to the TRIRIGA Home Page. Navigate to the Portfolio > Locations portal landing page.

1. Locate the **Space** record you created earlier by expanding the **Building** and **Floor** records in the hierarchy on the left side of the screen
2. Click **## Space**, where **##** is your student number, and select the **Open** option in the hierarchy panel

Space: 01 Space Print Help

General Contact Details Graphic Details Allocation Finishes Regulatory Maintenance Activate Save Save & Close More x

(Required): General Information for this Space.

General

ID Status Image

* Name

Description

Hierarchy Path \Locations\999-Training Facility\01 Training Building\1st floor\01 Space

Revise the Space record for chargeback allocation.

1. Click the **Revise** action
2. Navigate to the **Allocation** tab
3. In the **Chargeback Allocations** section, click the **Find** option



Related Reports <input type="text" value="-Select-"/> Internal Organizations						OK Export Cancel
Export 3 total found Apply Filters Clear Filters						Show: 50
<input type="checkbox"/>	Hierarchy Path	Name	ID	Short Name	Type	Status
	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>
<input type="checkbox"/>	\Organizations\State of Arizona	State of Arizona	1000501		Government	Active
<input type="checkbox"/>	\Organizations\State of Arizona\ADA	ADA	1000502	Administration	Agency	Active
<input type="checkbox"/>	\Organizations\State of Arizona\DEA	DEA	1000525		Agency	Active

4. Select the checkbox for **\Organizations\State of Arizona\ADA**
5. Click **Ok**
6. In the **Space Utilization** section, click the **Add** option
7. In the **General** section, in the **Name** field, enter **## Space Allocation**, where **##** is your student number
8. In the **Details** section, in the **Program** field, click the magnifying glass icon
9. Click on **## Training Program**, where **##** is your student number
10. In the **Area** field, enter **500**
11. Click the **Create** action

Space Utilization				Add Remove
Export 1 total found				Show: 10
<input type="checkbox"/>	Program	Use	Area	Percent
<input checked="" type="checkbox"/>	01Training Program		500	0 percent

12. Click the **Activate** action



Reservation Functions

Learning Objectives

In this lesson, you will:

- Examine the process of reserving space

Lesson Overview

This lesson identifies the processes involved in the reservation of spaces. You can manage the distribution of shared locations. Space Reservations can be created in the same way requests are created. The system will generate work tasks as required for events.

Managing Space Reservation

Location reservations can be created in TRIRIGA to capture and track the details of a scheduled event, including the timing, recurrence, and other event details. Using the Need Space/Event Reservation request form in Request Central, you can enter the details for requested events. The reservation process can trigger the automatic generation of the work tasks required to setup before and breakdown after the event.

Steps

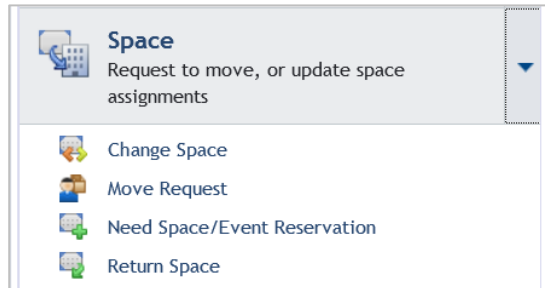
The steps below describe the statewide process. Your agency may have additional requirements.

1. The requestor creates a Space/Event Reservation request. The location, date, time, equipment reference, and any additional available information pertaining to the reservation. The Event Reservation box must be checked for the Event Reservation Information section to be available. The Reservable field on the equipment/asset record must be checked in order for the equipment to be considered reservable by the system. If the box is not checked, the equipment record will not be displayed in reservation search fields. Upon completion of the data entry, the reservation request is submitted and routed for approval.
2. The Space/Event Reservation request record is reviewed by a designated approver(s). If the location requested is not reservable, is not available for the date requested, is not entitled to the requestor, or if the approver needs additional information, the reservation request is rejected and returned for resubmission or termination. If the request is determined to be valid, the record is approved.
3. Upon approval of the Space/Event request, reserve work tasks (for services such as equipment setup, room layout changes, room breakdown, etc.) are created and auto-assigned based on the request classification and service plan.
4. Once the work has been performed, the Space/Event Reservation request record can be completed. The availability of the location is updated for reference on future reservation requests.



Creating Space/Event Reservations

Space/Event Reservations can be tracked and managed for any location in TRIRIGA. Additionally, each request form provides fields that can be used to define the association of a single request to multiple locations.



The process of reserving a space starts by navigating to the Request Central portal, and from there, to the Space group of request types. Selecting the Need Space/Event Reservation option from the Space group will create a new request.

General

On the Need Space form, the Event Details section on the General tab is used to identify the subject, duration, recurrence, and other details for the reservation. The required fields on the request include:

- Building
- Organization
- Service Request
- Event Name
- Event Type
- Intended Use
- Start Date
- End Date

When the reservation request details are complete, clicking the Submit action will submit the event request and approval (if approval rules are defined). Upon completion of the review (if any), the record will be save with a status of Issued. Issued reservation records are read-only.

Submission

Activation

Complete

Space Management 23



Create a Space Reservation

Scenario

You are in charge of reserving a classroom for a training class. You will create the Need Space/Event Reservation process by creating a Need Space/Event Reservation form.

Login to the TRIRIGA Home Page. Navigate to Request Central.

1. Click the **Requests** tab
2. Click on the Manage Requests option in the sub menu
3. In the Related Links – Requests section, click **Submit Request**

Create a Need Space/Event Reservation request.

4. In the Request Central section, click the **arrow** to expand **Space**
5. Click **Need Space/Event Reservation**

Complete the Need Space form.

1. At the top of the form, click the **checkbox** for **Event Reservation**.

(Instruction): To submit a Need Space request, complete the form below then click Submit.

★ Request is for	<input checked="" type="radio"/> Me <input type="radio"/> Someone Else	Need Space/New Hire <input type="checkbox"/>	Event Reservation <input checked="" type="checkbox"/>
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2. In the **Building** field, click the **magnifying glass** lookup icon
3. Select the **radio button** for the **ST ## Training Building**, where ## is your student number
4. Click the **OK** action
5. In the **Floor** field, click the **magnifying glass** lookup icon
6. Select the **radio button** for the **2nd floor**
7. Click the **OK** action
8. In the **Room** field, click the **magnifying glass** lookup icon
9. Select the **radio button** for the **## Space**, where ## is your student number
10. Click the **OK** action
11. In the **Organization** field, click the **magnifying glass** lookup icon
12. Select the **radio button** for **ADA**
13. Click the **OK** action

Request Details		Select From Floor Plan
Emergency, immediate service required <input type="checkbox"/>		
★ Building	999 Training Building	
Floor	1st Floor	
Room	Training Room	
★ Organization	Training	

14. In the **Describe Your Request** section, in the text box, enter **Room reserved for EUT Training**
15. In the Service Request section, select the **radio button** for **Need Space/Event Reservation**



16. In the **Event Name** field, enter **EUT Training ##**, where **##** is your student number
17. In the **Event Type** field, enter **EUT Training**
18. In the **Reservation Start Date/Time** field, select **today's date** from the calendar
19. In the **Reservation End Date/Time** field, select **today's date** from the calendar. Adjust the time by **2 hours**

Event Reservation Information						
Event Name	Training		Event Type	Training	Number of People	0
Reservation Start Date/Time	04/19/2015 16:00:00	25	Reservation End Date/Time	04/19/2015 18:00:00	25	
Alternate Start Date/Time (1)		25	Alternate End Date/Time (1)		25	
Alternate Start Date/Time (2)		25	Alternate End Date/Time (2)		25	
Intended Use						

20. Click the **Create Draft** action

Submit the reservation request.

1. Click the **Submit** action
2. When you are finished, click the **Home** tab to return to the Home Page

Managing Move Project

In TRIRIGA, the management of moves includes managing move service requests, planning scheduled moves, and planning strategic moves. The move manager is responsible for moving people, assets, and equipment within an organization to ensure that move requests and move projects are implemented as required. The move planner is responsible for assembling move projects so that strategic space plans or facility move plans are organized with minimal cost and disruption.

A move request follows the service management process. The request is submitted by the requester, assigned to a move task or move project, and completed when the move is complete.

Steps

The steps below describe the statewide process. Your agency may have additional requirements.

1. A move request can be initiated using self-service or call center functions, allowing employees to directly request moves. The requestor can complete an online form to enter the request. The request form prompts for the type of move, the employee(s) being moved, the from location and to location of the move. The system sends a notification message to the requestor confirming receipt of the request and provides the requestor with a portal view to monitor the status of the submitted request if submitted via self-service.
2. The move request record is reviewed by a designated approver(s). If the move request is not acceptable, or if the approver is in need of additional information, the request will be rejected and returned for resubmission or termination. If the request is determined to be valid, the record is approved and approval notification is sent to the requestor. Upon approval, the process continues.
3. Move requests are addressed through the execution of move projects. The move project provides the move coordinator with the functions required to manage and execute the move, including management of costs, coordination of tasks, and updates to drawings and documents.



4. The move project serves as a container for the tasks that need to be performed. Tasks can be generated for the project based on pre-defined move project templates.
5. Once the move project tasks are completed, the move coordinator can manage the closeout of the move project as required. Move project closeout includes management of and revision to related CAD drawings. Upon closeout of the work, the system is automatically updated to display the new employee locations.

Creating Move Request

A move request can be submitted by employees or space planners to initiate the process of moving employees and their related assets (PC, phone, etc.). A move request can be managed in the system from the initial submission through delivery or fulfillment of the move transaction.

The move request must include information about the location from which the person is moving and the organization that is responsible for the location. When a move request is submitted, a series of automatic and manual activities are initiated that are managed by the move manager.

Move Project

Move projects are often generated automatically, as a result of the Move Request process. A move project is associated with one or more move line item records that contain the details of the move. Move projects can be based on an applied project template which may include more information, such as the planned start date and estimated costs.



Appendix A

Terminology

The terms listed below are used throughout this training guide.

Term	Description
Approvals	Ensure that created and modified records meet the defined business requirements.
Dashboard	Default page for each security group or user role that provides a snapshot of current activity.
Evaluation surveys	Used to follow up requests, maintenance, sustainability measurements, and space reservations with a questionnaire that provides feedback to the service provider on the quality of work performed.
Funding Sources	Budgetary resources for programs and projects.
Home Page	Returns the user to the default Dashboard page and includes the available portals for that user based on assigned security.
Landing Pages	Contain actions organized into menus and sections of relevant information.
Manage Moves Project	Management of moves includes managing move service requests, planning scheduled moves, and planning strategic moves.
Notifications tab	A tab in each record that defines users who are notified of any changes or approval requirements.
Portals	The main application sections within TRIRIGA.
Portfolio portal	Central store of Locations, Organizations, People, Specifications, and Assets.
Requests portal	Used to issue, manage, and track various requests.
Space Management	Used to maintain space plans and track space utilization data in buildings and structures. Also possible to manage the people and assets that are in the space and coordinate property transactions in the system.